

MEMORANDUM

TO: All Users of the Commonwealth of Virginia's
Construction and Professional Services Manual(CPSM)

FROM: William W. Scott, P.E.
Director

DATE: October 12, 2004

RE: **Manual Revision Update Process**

Many Commonwealth of Virginia Agencies now post their manuals in an electronic format accessible via the internet. This method of disseminating information is consistent with the Governor's mandate to use these web resources to the fullest extent possible. This new method of providing manuals and other documents electronically also addresses several desires expressed by users. The electronic method allows revisions to be posted in a timely manner and provides users certain features (e.g., 'search', 'cut and paste', etc.) which are not available under the old 'paper-based' method.

Advances in technology require changes from the old ways of doing business. The update process for the new electronic CPSM is no exception. By posting the complete revised CPSM on the Bureau's webpage, the complete updated Manual is available at the click of a button. The Agency should maintain a record copy of the basic 2004 CPSM on file for legal reference and should also download and maintain a record copy of the 2004 CPSM with Revision 1 for legal reference. While the posted Revisions show the actual revisions in requirements or policy, the errata corrections (e.g., corrections of misspellings and grammatical errors, corrections of wrong or missing references, etc.) are not listed but have been corrected within the complete text of the Manual Revision that is posted.

Formal "page inserts" for Manual revisions will no longer be issued. However, there are several ways your paper copies of the Manual can be updated to reflect the current revised version. Suggestions are:

- A "DEB Notice" will be issued for each Manual revision which describes the items being added, deleted, or modified in the revision. These Notices will be posted in a 'pdf' format on the Bureau's CPSM webpage. The Manual users can print these Notices and insert the revisions in the appropriate place in the Manual
- Alternatively, the user can view the specific Sections which changed by viewing the complete text of the Manual Revision that is posted on the Bureau's webpage. Text which was added or modified in this Manual Revision is flagged by a vertical line along the right margin of affected pages. The user can print the affected pages and insert them within their paper copy of the Manual. (As page breaks may, and often will, differ between revisions, users should mark out duplicate portions of text from the prior revision.)
- And while it may not be economical to print all users a complete new manual, you could print one copy which could be your record copy. Then photocopy the pages that were revised and distribute those to other users to insert in their Manuals. Users can print the Manual from the pdf files available on the Bureau's web page or users can order a printed copy from BCOM for a nominal cost.